

# U.S. DEPARTMENT OF ENERGY



*Office of Headquarters (HQ) and Executive  
Personnel Services*

## ***SF-52 (PERSONNEL ACTION) AUTOMATED TRACKING SYSTEM USER MANUAL***

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DRAFT

# SF-52 AUTOMATED TRACKING SYSTEM USER MANUAL

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## 1.1.2\_ SF-52 PERSONNEL ACTION PROCEDURES

### 2.1.1\_ PROGRAM OFFICE INITIATION OF A PERSONNEL ACTION

DOE Program Offices are responsible for the initiation of personnel actions as needs arise. The SF-52 data base is used to initiate, track, and close all types of actions, including recruit actions (Attachment 1 of this document illustrates the process for a recruit action and the assignment of responsibilities). When a Program Office is ready to request a personnel action, they create a new SF-52 in the SF-52 database and physically forward the recruit action to the Personnel Office.

2.1.1\_ SF-52 Creation: There are eleven fields in the SF-52 data base that should be filled in by Program Office personnel to initiate a personnel action.

- ☐ Assign the SF-52 number, using the numbering system as directed by the Office of Personnel.
- ☐ Assign the action requested from the drop-down list (i.e., recruit, rehire, promotion).
- ☐ Routing Symbol
- ☐ Program Office Point of Contact
- ☐ Program Office Initiation date
- ☐ Program Office Approval date
- ☐ Position Title
- ☐ Pay Plan/Series/Grade
- ☐ Duty Location
- ☐ Date action forwarded to personnel
- ☐ Program Office Remarks (optional)

The Personnel Office (MA-35) is responsible for tracking the remaining activity of an SF-52. Program Office specialists may, at any time, view the status of their actions in the SF-52 data base and update comments in the Program Office Remarks field.

## 13.1 RECRUIT (RECRUIT/REHIRE) ACTIONS

The MA-35 personnel specialists are responsible for entering the tracking data for the SF-52s through the five phases of a recruit action until the actions are complete or are returned to the Program Office. Program Office personnel may view the progress of the action at any time.

In the event of time constraints, the MA personnel specialists *must*, at a minimum<sup>1</sup>, fill in the required fields - another critical element that is required to ensure accurate information is in the SF-52 data base. The minimum requirement does not condone filling in only the minimum requirements. Specialists must go back and fill in the other dates when time permits, as those dates help track trends in the recruit action process.

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<sup>1</sup>\* will indicate a field that fulfills the minimum requirement.

The recruit action process is described in the following five phase:

- ☐ Classification
- ☐ Announcement
- ☐ Paneling
- ☐ Hiring List
- ☐ Selection

- 1.2.1 Being Classified: The classification phase of the recruit action process for the SF-52 data base consists of information and steps to classify a position. The fields to be completed are:
- ☐ \*Date Received by Personnel Office;  
Radio button filled in for either MA-351 or MA-352;  
Personnel Specialist Assigned to Action;
  - ☐ Date Audit Scheduled;
  - ☐ Date Position Audited; and
  - ☐ \*Date Position Classified.
- 1.2.2 Being Announced: The announcement phase contains the steps required to open and close a vacancy announcement for a position. The announcement phase and all subsequent phases are completely date-driven. The fields are:
- ☐ Date Job Analysis and Crediting Plan Received by Personnel Office;
  - ☐ Date Job Analysis and Crediting Plan Approved by Personnel Office;
  - ☐ For excepted service and executive personnel actions only:
    - ◆ ERB Approval of Establishment of Position
  - ☐ \*Date Announcement Opens;
  - ☐ \*Date Announcement Closes;
  - ☐ Vacancy Announcement Number; and
  - ☐ Area of Consideration (check all that apply)
    - ◆ CTAP/ICTAP
    - ◆ DOE HQ
    - ◆ Outside DOE HQ
- 1.2.3 Being Panelled: The paneling phase contains the steps involved in reviewing the applicants' packets to determine if applicants meet the qualifications of the position and issuing a list of eligible candidates to the Selecting Official within the Program Office for the Program Office to interview. The fields are:
- ☐ Date Determination of Basic Qualifications Completed;
  - ☐ \*Date Panel or SME Scheduled; and
  - ☐ \*Date Panel or SME Completed.
- 1.2.4 Hiring List: The hiring list (or certification) phase contains the steps for issuing the selection certificate to the Selecting Official for consideration of eligible candidates in order to make a selection to fill a vacant position. The Personnel Office will issue either a Merit Certification or a DEU Certification, whichever is applicable. The fields are:
- ☐ Date CTAP/ICTAP Candidate Referred;
  - ☐ Date CTAP/ICTAP Candidate Cleared;
  - ☐ Date Merit Certificate Issued;
  - ☐ \*Date Merit Certificate Due;
  - ☐ Date DEU Cert. Issued; and
  - ☐ \*Date DEU Cert Due.

Like the Announcement phase, future dates are known for the Date Merit Certificate Due and Date DEU Cert Due fields. Below is an example:

	<u>Minimum time</u>
Date Merit Certificate Issued - <b>12/6/00</b>	30 business days
Date Merit Certificate Due - <b>1/9/01</b>	
Date DEU Cert. Issued - <b>12/20/00</b>	30 business days
Date DEU Cert. Due - <b>1/22/01</b>	

Both the Merit Certificate and the DEU Certificate may be extended for up to an additional 60 days.

1.2.5 Selection: The selection phase contains the steps involved in hiring or rehiring an employee for the position they have applied and been accepted for. The fields are:

- ☐ \*Date Program Office Makes a Selection;
- ☐ For Excepted Service and Senior Executive positions only:
  - ◆ Date Submitted to Hiring Control Board (HCB);
  - ◆ Date Approved by HCB;
  - ◆ Date Approved by ERB Subcommittee;
  - ◆ Date Approved by ERB;
  - ◆ Date Submitted to QRB; and
  - ◆ Date Approved/Denied by QRB.
- ☐ Date Job Offer Made;
- ☐ Date Offer Accepted/Declined;
- ☐ Radio buttons for Accepted or Declined; and
- ☐ \*EOD/Effective Date of Action (where the date is a future date).

Most excepted service positions will not require ERB or QRB processes. All SES positions will require ERB approval and may require QRB approval. If personnel specialists have selectees who will go through either approval process, the fields are then *required* as defined in the minimum requirements because the Department is tracking the ERB and QRB processes, and is tracking pay plans GS/GM separately from the "E" pay plans (ES/EJ, etc.).

### 1.3 ALL OTHER PERSONNEL ACTIONS

All other actions refers to any personnel action other than a recruit or rehire. The Program Office still initiates the action and fills in all fields in the Program Office Input section.

The personnel office will fill in all remaining applicable dates. There are fewer fields to be filled in for all other actions, consisting of some or all of the following fields:

- ☐ Date Position Classified;
- ☐ Date Submitted to Hiring Control Board (HCB);
- ☐ Date Approved by HCB;
- ☐ Date Submitted to ERB;
- ☐ Date Approved by ERB;
- ☐ Date Submitted to QRB;
- ☐ Date Approved/Denied by QRB;
- ☐ EOD/Effective Date of Action;
- ☐ Date Action Returned to Program Office;
- ☐ \*Date Action Complete;
- ☐ \*Final Action;
- ☐ Date Annuity Computation Requested;
- ☐ Date Annuity Computation Provided to Customer;
- ☐ Date Retirement Counseling Session Requested; and
- ☐ Date Retirement Counseling Session Scheduled.

### 1.4 COMPLETED ACTIONS

Personnel actions are considered closed when an employee is hired, a prospective employee declines an offer, or when the action is returned to the Program Office.

- 1.4.1 Action Returned to Program Office (All Actions): This field is normally used to indicate that the action is closed before completing the process. This may happen for various reasons. When this occurs, it is still necessary to physically close out the action. Follow these steps when returning to the program office:
- ☐ Put the same date in both the Action Returned to Program Office in the Date Action Complete fields;
  - ☐ If applicable, select a "Final Action" from the drop down list; and
  - ☐ If applicable, note "Personnel Office Remarks."
- 1.4.2 Incumbent Accepts Position (Recruit Action): When a prospective employee accepts a position:
- ☐ Enter the date accepted in "Date Job Offer Accepted/Declined";
  - ☐ Click the "Accepts" radio button;
  - ☐ Fill in the EOD/Effective Date of Action, which may be a future date, noting the first day they will begin;
  - ☐ Put the same date (EOD) in the "Action Complete" field (forward date is also accepted);
  - ☐ Select "Recruit" or "Rehire" from the "Final Action" drop down list.
  - ☐ If applicable, note "Personnel Office Remarks."
- 1.4.3 Incumbent Declines Position (Recruit Action): When a prospective employee declines a position:
- ☐ Enter the date declined in "Date Job Offer Accepted/Declined";
  - ☐ Click the "Decline" radio button;
  - ☐ Enter the "Date Returned to Program Office" and "Date Action Complete" with the same date; and
  - ☐ If applicable, note "Personnel Office Remarks."



## **2 SF-52 PERSONNEL ACTION DATABASE USER MANUAL**

### **2.1 GETTING STARTED**

The SF-52 data base application is a state-of-the-art web-based tool for tracking progress of Departmental Personnel Actions. The application provides up-to-the-minute detailed information for the Program Offices and the Personnel Office, as well as high-level summary information for the Department of Energy (DOE).

#### **2.1.1 Using Filters**

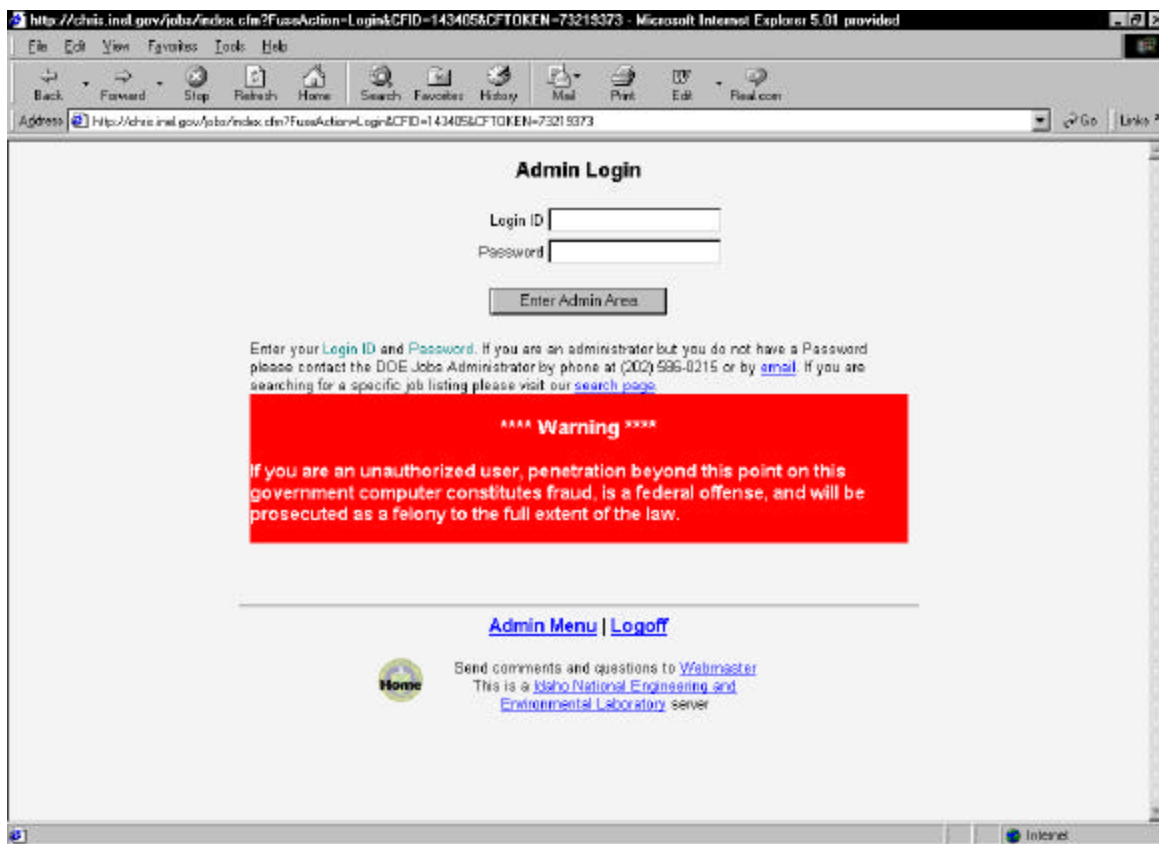
Filters have been applied to the interface of the SF-52 create and update screens, as well as the reports. Users have the ability to refine their searches for information with the filters.

#### **2.1.2 Moving around the screens**

Every screen has a “Done” button. When used, the user is taken back to the Administrative Index. Every screen also has, at the bottom of the page, 2 links: Admin Index and Logoff. The Admin Index link returns the user to the Administration Index (like the “Done” button). The Logoff link logs the user off the system. The user, once logged off, will need to log back on to view and update data.

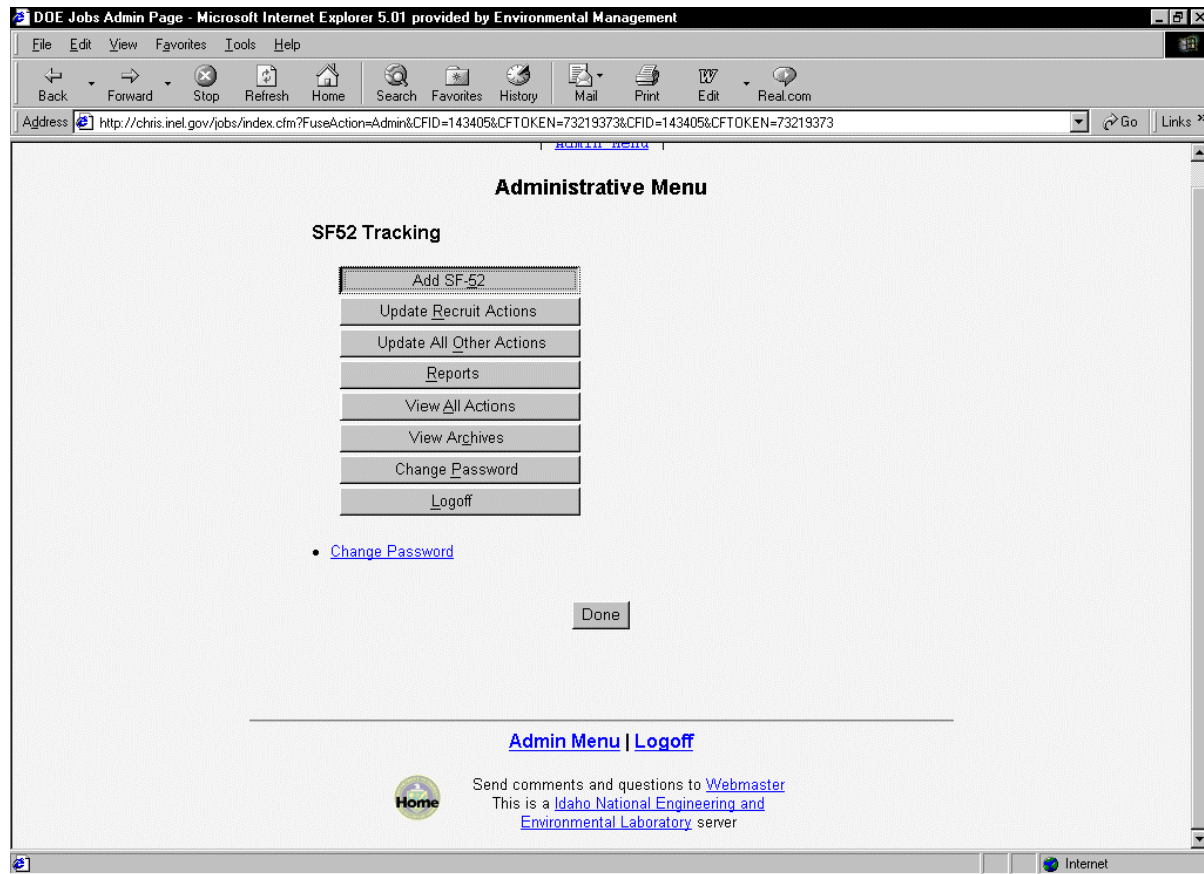
#### **2.1.3 Logging In**

- ☐ Go to your internet browser, and at the location prompt, type in:  
<http://chris.inel.gov/jobs/index.cfm?fuseaction=login>
- ☐ Type in your login ID and password and click on the “Enter Admin Area” tab.





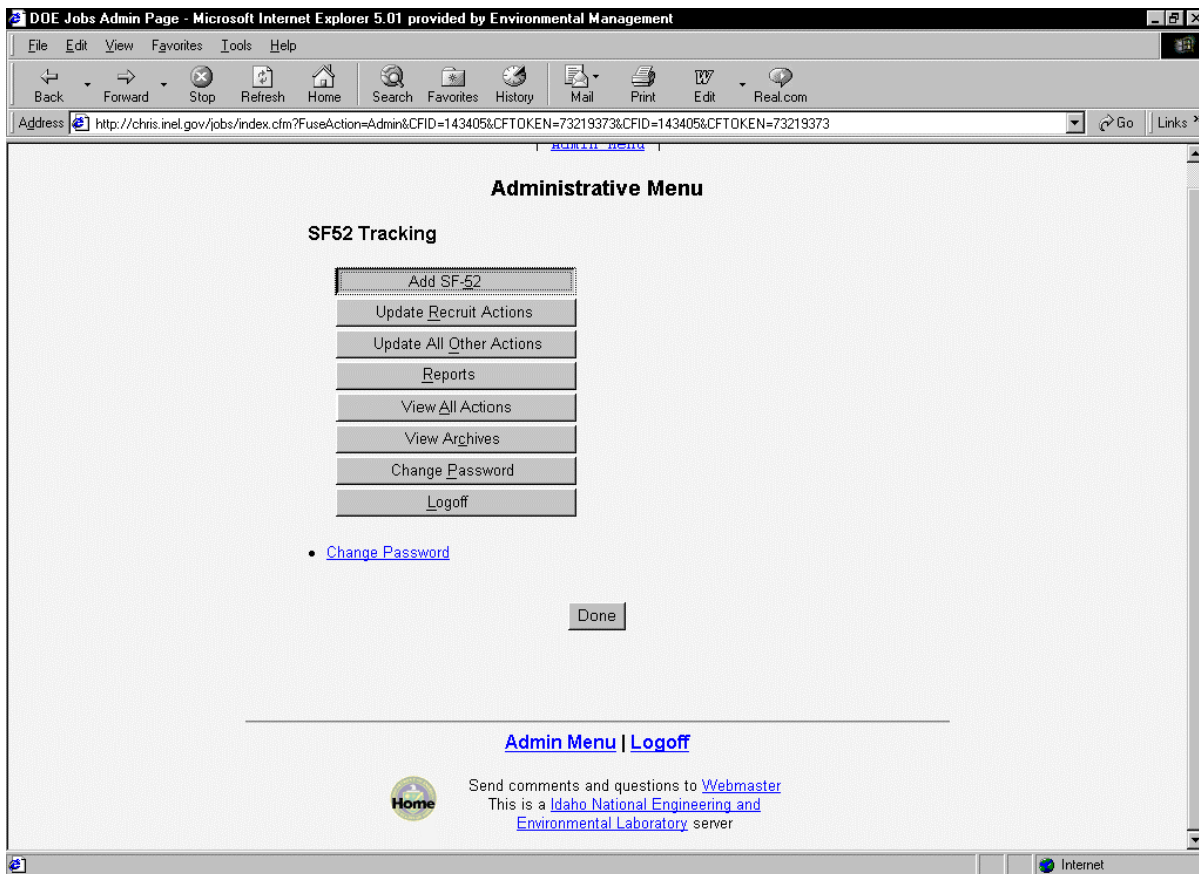
- ❑ You are now in the administrative menu, where you can create and update recruit and nonrecruit actions, view various reports, view the archived actions, and change your password.



- ❑ The user will see the following links and their functions:
  - ◆ Add SF-52 is where a new Personnel Action (SF-52) is created and where personnel actions (excluding recruit/rehire) are updated (normally a new action will be entered by the Program Office).
  - ◆ Update Recruit Actions is where Program Offices view, and the Personnel Office updates, recruit actions only (recruit and rehire).
  - ◆ Update All Other Actions is where Program Offices view, and the Personnel Office updates all non-recruit actions (all actions except recruit and rehire).
  - ◆ Reports is a link to all recruit and nonrecruit action reports, as follows:
    - ✓ View SF-52 Action Status Reports links the user to 2 bar charts that show the summary level activity for recruit and rehire recruit actions by Program Office.
    - ✓ SF-52 Recruit Action Phase Reports links to a series of 8 phase reports:
      - Classification Phase Report
      - Announcement Phase Report
      - Paneling Phase Report
      - Hiring List (Certification) Phase Report
      - Selection Phase Report
      - ERB Report
      - QRB Report

## • All EOD's Report

- ◆ [View All Actions](#) allows the user to preview all actions.
- ◆ [View Archives](#) allows the user to preview all actions that have been archived (90 days after completion actions are archived in the system).
- ◆ [Change Password](#) is where the user can change their password.
- ◆ [Logoff](#) allows the user to logoff from the application.



## 2.2 RECRUIT (RECRUIT/REHIRE) ACTIONS

### 2.2.1 Program Office Initiation: Program Offices are responsible for initiating *all* personnel actions in this manner:

- ◆ Log onto the SF-52 site, per the instructions in Section 2.2.
- ◆ Click on the link "Add SF-52."
- ◆ Assign SF-52 number in the "Program Office Input" area.
- ◆ Select nature of action from the Action Requested drop-down list (i.e., recruit, rehire, promotion).
- ◆ Type in routing symbol (i.e., EE-10).
- ◆ Enter the contact person's name in the Program Office POC box.
- ◆ Enter initiation date in the "Program Office Initiation Date".
- ◆ Enter Program Office Approval Date once action has been approved by Program Office official.
- ◆ Enter the "Position Title".
- ◆ Enter the "Pay Plan," "Series," and "Grade."
- ◆ Enter "Date Transferred to Personnel", once so done.
- ◆ At any time during the life of the recruit action, the program office Administrative Officer may enter notes in the "Program Office Remarks" box.

- 2.2.2 Update Recruit (Recruit/rehire) Actions (To be completed by the Personnel Office).
- ☐ Personnel specialists log in as described in section 2.2.1.
  - ☐ When hard copy action comes in, it must be entered into the SF-52 data base. Hopefully the Program Office has entered the initial data, as instructed in section 2.2.1.
  - ☐ Click on the "Update Recruit Actions" link.
  - ☐ In the filter options at the top of the page, locate the action by putting the SF-52 number in the "Number" field, and click "Apply Filters."
    - ◆ If there is no matching SF-52 number, follow the steps in section 2.2.1 for adding an SF-52.
      - ✓ Click on the Save button to validate creation of the action, and to allow the personnel specialist to update the new record.

SF 52 Action Administration - Microsoft Internet Explorer 5.01 provided by Environmental Management

Address: <http://chris.inet.gov/ob/index.cfm?useaction=ViewSF52&sfFuse=UpdateHire&hire.CRID=1430090&TOKEN=73219373>

[Admin Menu](#)

### Update Recruit Actions

56 Records found

Line No.	* SF-52 Number	Pay Plan	Series	Grade	Baiting Symbol	Office POC	Phase
<input type="button" value="Apply Filters"/>							
1	<a href="#">00-01-5072</a>	GS	343	5/7/9	EM-01	Patricia Akers	Completed Action
2	<a href="#">00-13-5082R</a>	GS	343	9/11/12	EM	L. Westray	Completed Action
3	<a href="#">00-13-5083R</a>	GS	343	9/11/12	EM	L. Westray	Completed Action
4	<a href="#">00-13-5084R</a>	GS	343	9/11/12	EM	L. Westray	Completed Action
5	<a href="#">00-32-5126</a>	GS	801/1301	13/14	EM	Linda Pate	Completed Action
6	<a href="#">00-41-5106</a>	GS	801/1301	13	EM	C. Seymour	Completed Action
7	<a href="#">00-42-5102</a>	GS	801/1301	16	EM		Completed Action
8	<a href="#">00-43-5087</a>	GS	801/1301	13/14	EM	Cheryl Seymour	Completed Action
9	<a href="#">00-51-5037</a>	GS	028	13/14	EM	S. Rudy	Completed Action
10	<a href="#">00-51-5038</a>	GS	801/1301	13/14	EM	S. Rudy	Completed Action
11	<a href="#">00-53-5040</a>	GS	1301/801	13/14	EM	Sharon I. Rudy	Completed Action
12	<a href="#">00-54-5039</a>	GS	801/1301	13/14	EM	S. Rudy	Completed Action
13	<a href="#">00-7-24071</a>	GS	334	11/12/13	EM	L. Westray	Completed Action
14	<a href="#">01-06-5010</a>	GS	801/1301	16	EM	Patti Akers	Classification
15	<a href="#">01-10-5010</a>	GS	318	08/09	EM	L. Westray	Completed Action
16	<a href="#">01-11-5001</a>	GS	301	11	EM	L. Westray	Completed Action



- ☐ If there is a matching number, click on the SF-52 number to go to the record.

Microsoft Internet Explorer 5.01 provided by Environmental Management

Address: [http://chris.inel.gov/jobs/index.cfm?fuseaction=ViewSF52&ActionID=4100&fuse=UpdateHireRehire&local.datafile=SF52\\_Action\\_Dates&CFID=143405&CFTOKEN=73219373](http://chris.inel.gov/jobs/index.cfm?fuseaction=ViewSF52&ActionID=4100&fuse=UpdateHireRehire&local.datafile=SF52_Action_Dates&CFID=143405&CFTOKEN=73219373)

[Admin Menu](#)

### SF 52 Actions

#### Update Recruit Actions

**Edit: 00-01-5072**

**Red labeled fields are Required.**  
Dates must be entered in the following format: **mm/dd/yyyy**.

SF 52 Number:

#### Program Office Input

SF52 Number	<input type="text" value="00-01-5072"/>	Routing Symbol	<input type="text" value="EM-01"/>
Action Requested	<input type="text" value="Recruit"/>	Program Office POC	<input type="text" value="Patricia Akers"/>
Program Office Initiation Date	<input type="text"/>		
Program Office Approval Date	<input type="text"/>		
Position Title	<input type="text" value="Program Analyst"/>		
PP / S / G	<input type="text" value="GS"/> - <input type="text" value="343"/> - <input type="text" value="5/7/9"/>	Duty Location	<input type="text" value="Washington, DC"/>
Date Action Forwarded to Personnel	<input type="text"/>		

#### Personnel Specialist Input



### 2.2.2.1 Classification Phase (Radio button phases are automatic, it is not necessary to click on phases.)

- ☐ In the "Personnel Specialist Input" area, enter the "Date Received by Personnel Office," the "Personnel Specialist Assigned," and select the appropriate radio button for MA-351 or MA-352.
- ☐ "Date Exec. Res. Staff Review of Class. Complete" date will be filled in by Executive Resources personnel specialist for executive recruit actions only.

**Personnel Specialist Input**

**Classification**

Date Received by Personnel Office: 03/12/2001

Personnel Specialist Assigned: Patrick Cahill MA 351 MA 352

Date Exec. Res. Staff Review of Class. Complete:

Date Position Audited:

**Announcement**

Date Position Classified:

Date Job Anal. & Cred. Plan Rec'd by Pers. Off.:

Date Job Anal. & Cred. Plan Valid. by Pers. Off.:

ERB Approval of Estab. of Pos.:

Date Announcement Opens:

Vacancy Announcement No.:

Date Announcement Closes:

Area of Consideration: ☐ CTAP/ICTAP ☐ DOE HQ ☐ Outside DOE HQ

**Paneling**

Date Determ. of Basic Qual. Completed:

Date Panel or SME Sched.:

**Hiring List**

Date Panel or SME Completed:

Date CTAP/ICTAP Cand. Referred:

Date DEU Cert Issued:

Date Merit Certificate Issued:

Date CTAP/ICTAP Cand. Cleared:

Date DEU Certificate Due:

Date Merit Certificate Due:

**Selection**

Date Program Office Makes a Selection:

- ☐ Enter a date in "Date Position Audited" when it has been done.

### 2.2.2.2 Announcement Phase

- ☐ As the dates in the announcement phase occur, enter those dates.
  - ◆ For General Schedule positions:
    - ✓ Date Position Classified
    - ✓ Date Job Analysis and Crediting Plan Rec'd. By Personnel Office
    - ✓ Date Job Analysis and Crediting Plan Validated By Personnel Office
    - ✓ Vacancy Announcement Number
    - ✓ Date Announcement Opens
    - ✓ Date Announcement Closes
    - ✓ Area of Consideration (check all that apply [CTAP/ICTAP, DOE HQ, and/or Outside DOE HQ])
  - ◆ For Executive Service positions:
    - ✓ All fields for General Schedule positions plus the "ERB Approval of

Edit SF 52 Action - Microsoft Internet Explorer 5.01 provided by Environmental Management  
 Address: http://ehrs.inet.gov/ehrs/index.cfm?useraction=NewSF52ActionID=33826;user=new/local/database/SF52\_Action\_Dates&CFID=143405&CFTOKEN=73219373  
 Date Merit Certificate Issued: \_\_\_\_\_ Date Merit Certificate Due: \_\_\_\_\_  
**Selection**  
 Date Program Office Makes a Selection: \_\_\_\_\_  
 Date Submitted to Hiring Control Board: \_\_\_\_\_ Date Approved by Hiring Control Board: \_\_\_\_\_  
 Date Submitted to ERS: \_\_\_\_\_ Date Approved by ERS: \_\_\_\_\_  
 Date submitted to QRS: \_\_\_\_\_ Date Approved/Denied by QRS: \_\_\_\_\_  
 Date Job Offer is Made: \_\_\_\_\_  
 Date Job Offer Accepted/Declined: \_\_\_\_\_ ☐ Accepted ☐ Declined  
 EOD/Effective Date of Action: \_\_\_\_\_  
**Completed Action**  
 Date Action Returned to Program Office: \_\_\_\_\_  
 Date Action Complete: \_\_\_\_\_ Final Action: \_\_\_\_\_  
**Retirement**  
 Date Annuity Computation Requested: \_\_\_\_\_ Date Annuity Comp. Provided to Cust.: \_\_\_\_\_  
 Date Retirement Counsel. Sess. Req.: \_\_\_\_\_ Retirement Counseling Sess. Sched.: \_\_\_\_\_  
 Program Office Remarks: \_\_\_\_\_

Establishment of Position.”

#### 2.2.2.3 Paneling Phase

- ☐ As the dates in the Paneling Phase occur, enter the dates for General Schedule and Executive positions.

#### 2.2.2.4 Hiring List

- ☐ For General Schedule and Executive positions, enter all dates:
  - ◆ Date Panel or SME Completed
  - ◆ Date CTAP/ICTAP Candidate Referred (if applicable)
  - ◆ Date CTAP/ICTAP Candidate Cleared (if previous field used)
  - ◆ Date DEU Certificate and/or Merit Certificate Issued
  - ◆ Date DEU Certificate and/or Merit Certificate Due

#### 2.2.2.5 Selection

- ☐ For General Schedule positions, enter:
  - ◆ Date Program Office Makes a Selection
  - ◆ Date Job Offer is Made
  - ◆ Date Job Offer Accepted/Declined
  - ◆ Click appropriate radio button for “Accepted” or “Declined.”
  - ◆ If the job offer is accepted:
    - ✓ Enter the EOD/Effective Date of Action, if known (can be a future date, and should be the same date as Date Action Complete).
    - ✓ Enter the Date Action Complete (in the Completed Action Phase) as the same day as the EOD/Effective Date of Action.

- ◆ If the job offer is declined:
  - ✓ Enter the Date Action Complete in the Completed Action Phase.
- ☐ For Executive positions: After Date Program Office Makes a Selection,
  - ◆ Date Submitted to Hiring Control Board (HCB) (where applicable)
  - ◆ Date Approved by HCB (where applicable)
  - ◆ Date Submitted to ERB (where applicable)
  - ◆ Date Approved by ERB (where applicable)
  - ◆ Date Submitted to QRB (where applicable)
  - ◆ Date Approved/Denied by QRB (where applicable)
  - ◆ and the remaining dates in Selection, as appropriate.

#### 2.2.2.6 Completed Action

- ☐ If at any point an action is Returned to Program Office, the action becomes closed, and the same date as that in the Returned to Program Office field MUST be filled in the Completed Action field, to take the action out of open status.
- ☐ If an individual was hired, enter the same date that is in the EOD/Effective Date of Action in the Date Action Complete field (may be a forward date).
- ☐ If a person declines the position, enter the same date in Action Returned to Program Office and Date Action Complete.
- ☐ Select the final action from the drop-down list.
- ☐ At any time during the update process, personnel specialists may enter notes about an action in the Personnel Office Remarks box.

## 2.2.3 Navigating Through the Recruit Actions

The buttons at the top of the recruit actions form are useful tools for navigating around the data base and for saving current work.

- ☐ The search button is used to search for a specific SF-52 Number.
- ☐ The View List button allows the user to see all existing recruit actions.
- ☐ The Save button must be used to save each record.
- ☐ The Next and Last buttons pull up the Next and Last Recruit actions detail.

Address: [http://chris.inel.gov/jobs/index.cfm?fuseaction=ViewSF52&ActionID=4100&fuse=UpdateHireRehire&local.datatable=SF52\\_Action\\_Dates&CFID=143405&CFTOKEN=73219373](http://chris.inel.gov/jobs/index.cfm?fuseaction=ViewSF52&ActionID=4100&fuse=UpdateHireRehire&local.datatable=SF52_Action_Dates&CFID=143405&CFTOKEN=73219373)

| [Admin Menu](#) |

### SF 52 Actions

#### Update Recruit Actions

**Edit: 00-01-5072**

**Red labeled fields are Required.**  
Dates must be entered in the following format: *mm/dd/yyyy*.

SF 52 Number:

#### Program Office Input

SF52 Number  Routing Symbol

Action Requested  Program Office POC

Program Office Initiation Date

Program Office Approval Date

Position Title

PP / S / G    Duty Location

Date Action Forwarded to Personnel

#### Personnel Specialist Input

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### 2.3 ALL OTHER PERSONNEL ACTIONS

All other personnel actions consist of all actions except recruit or rehire personnel actions, i.e., promotion, award, reassignment. Program Offices follow the same procedure for creating an SF-52 in Section 2.2.1 (page 8). Personnel specialists will update all other personnel actions by clicking on the "Update All Other Actions" link on the Administrative Menu page of the SF-52 data base.



The Update All Other Actions link will connect you to a list of All Other Actions, where you can scroll and select the action.

SF 52 Action Administration - Microsoft Internet Explorer 5.01 provided by Environmental Management

Address <http://chris.inel.gov/jobs/index.cfm?fuseaction=ViewSF52List&fuse=AllOtherActions&CFID=143405&CFTOKEN=73219373>

| [Admin Menu](#) |

### Update All Other Actions

40 Records found.

Delete	SF-52 Number	Pay Plan	Series	Grade	Routing Symbol	Office POC	Action
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Apply Filters"/>							
1	<a href="#">00-24-5020</a>	GS	2130	15	EM	Susan Hitchcock	Reassignment/Conversion
2	<a href="#">00-31-5033</a>	GS	1306	14	EM	Linda Pate	Position Change
3	<a href="#">00-33-5032</a>	GS	690	15	EM	Linda Pate	Reassignment/Conversion
4	<a href="#">00-33-5130</a>	GS	1306	14	EM	Linda Pate	Reassignment/Conversion
5	<a href="#">00415039</a>	GS	1301	14	EM		Reassignment/Conversion
6	<a href="#">00415040</a>	GS	028	14	EM	Cheryl Seymour	Reassignment/Conversion
7	<a href="#">00445068</a>	GS	1515	14	EM		Position Change
8	<a href="#">00-50-5042</a>	GS	1301	15	EM	Sharon Rudy	Position Change
9	<a href="#">00EM225045</a>	GS	801	14	EM-22	Susan Hitchcock	Reassignment/Conversion
10	<a href="#">00EM225048</a>	GS	1301	15	EM-22	Susan Hitchcock	Reassignment/Conversion
11	<a href="#">00EM225049</a>	GS	1301	14	EM-22	Susan Hitchcock	Reassignment/Conversion
12	<a href="#">01-32-6287</a>	GS	801	15	EM	Linda Pate	Reassignment/Conversion
13	<a href="#">01-44-5011</a>	GS	1301	15	EM	Cheryl Seymour	Reassignment/Conversion
14	<a href="#">01505027</a>	ES	0340	04	EM	Sharon Rudy	Change in Duty Station
15	<a href="#">01-53-5002</a>	GS	801	15	EM	Sharon Rudy	Position Change
16	<a href="#">01-53-5003</a>	GS	801	15	EM	Sharon Rudy	Position Change

- ☐ If there is no matching SF-52 number in the data base for the hard copy SF-52, follow the procedures in Section 2.2.1 for creating an SF-52.
- ☐ If there is a matching SF-52 in the view list, click on the SF-52 number to go to the specified record.

Admin Menu

SF 52 Actions

Update All Other Actions

Edit: 00-24-5020

Red labeled fields are Required.  
Dates must be entered in the following format: mm/dd/yyyy.

SF 52 Number:  Search

View List

Program Office Input

SF52 Number  Routing Symbol

Action Requested  Program Office POC

Program Office Initiation Date

Program Office Approval Date

Position Title

PP / S / G  -  -  Duty Location

Date Action Forwarded to Personnel

Personnel Specialist Input

- ☐ The Update All Other Actions screen looks identical to the Add SF-52 and Update Recruit Actions screens, except for the title, until you scroll down.



- ☐ Not all of the fields used to update recruit actions are needed for all other actions. Therefore, the screen looks as you see it below, where many fields are grayed out. The only active fields are those described in section 1.3.
- ☐ Enter dates for applicable fields as they happen.

Microsoft Internet Explorer 5.01 provided by Environmental Management

Address: [http://chris.inel.gov/jobs/index.cfm?fuseaction=ViewSF52&ActionID=3382&fuse=AllOtherActions&local.dataable=SF52\\_Action\\_Dates&CFID=143405&CFTOKEN=73219373](http://chris.inel.gov/jobs/index.cfm?fuseaction=ViewSF52&ActionID=3382&fuse=AllOtherActions&local.dataable=SF52_Action_Dates&CFID=143405&CFTOKEN=73219373)

PP / S / G | GS | 2130 | 15 | Duty Location | Germantown, MD

Date Action Forwarded to Personnel |

**Personnel Specialist Input**

**Classification**

Date Received by Personnel Office | 03/12/2001 |

Personnel Specialist Assigned | Patrick Cahill | MA 351 ☐ MA 352 ☒

Date Exec. Res. Staff Review of Class. Complete |

Date Position Audited |

**Announcement**

Date Position Classified |

Date Job Anal. & Cred. Plan Rec'd by Pers. Off. |

Date Job Anal. & Cred. Plan Valid. by Pers. Off. | ERB Approval of Estab. of Pos. |

Date Announcement Opens | Vacancy Announcement No. |

Date Announcement Closes | Area of Consideration ☐ CTAP/ICTAP ☐ DOE HQ ☐ Outside DOE HQ

**Paneling**

Date Determ. of Basic Qual. Completed | Date Panel or SME Sched. |

**Hiring List**

Date Panel or SME Completed |

Date CTAP/ICTAP Cand. Referred | Date CTAP/ICTAP Cand. Cleared |

Date DEU Cert Issued | Date DEU Certificate Due |

Date Merit Certificate Issued | Date Merit Certificate Due |

**Selection**

Date Program Office Makes a Selection |

Done Internet

- ☐ Follow the same procedure for closing an action, as appropriate for each action.
- ☐ "Date Action Complete" and "EOD/Effective Date of Action" will close the action, as will "Date Action Returned to Program Office" and "Date Action Complete."

**Edit SF 52 Action - Microsoft Internet Explorer 5.01 provided by Environmental Management**

Address: [http://ehs.inel.gov/jobs/index.cfm?useraction=NewSF52&ActionID=3382&user=AD&hasAction&localdateable=SF52\\_Action\\_Dates&CRID=143405&CFID=73219373](http://ehs.inel.gov/jobs/index.cfm?useraction=NewSF52&ActionID=3382&user=AD&hasAction&localdateable=SF52_Action_Dates&CRID=143405&CFID=73219373)

**Selection**

Date Program Office Makes a Selection:

Date Submitted to Hiring Control Board	Date Approved by Hiring Control Board
Date Submitted to ERB	Date Approved by ERB
Date submitted to QRS	Date Approved/Denied by QRS

Date Job Offer is Made:  ☐ Accepted ☐ Declined

Date Job Offer Accepted/Declined:

**EOD/Effective Date of Action:**

**Completed Action**

Date Action Returned to Program Office:

**Date Action Complete:**  **Final Action:**

**Retirement**

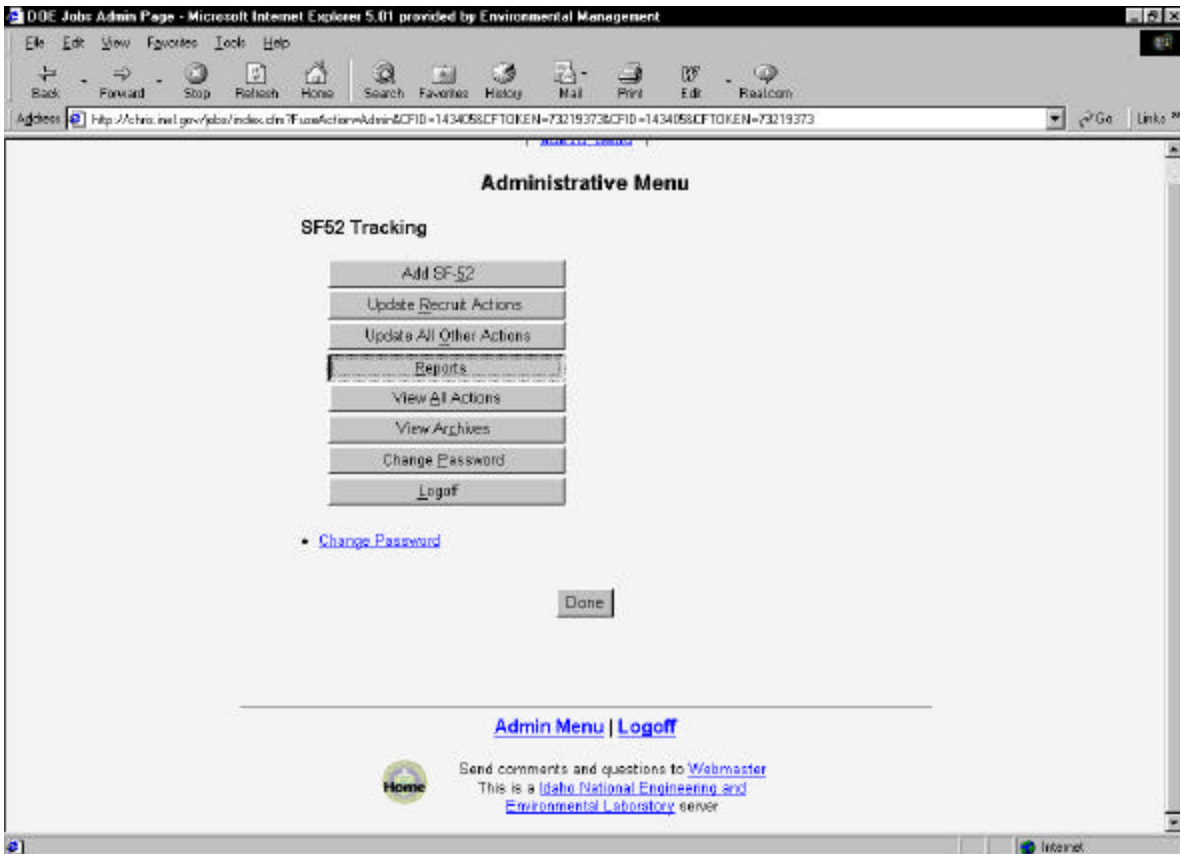
Date Annuity Computation Requested	Date Annuity Comp. Provided to Cust.
Date Retirement Counsel. Sess. Req.	Retirement Counseling Sess. Sched.

**Program Office Remarks**

**Personnel Office Remarks**

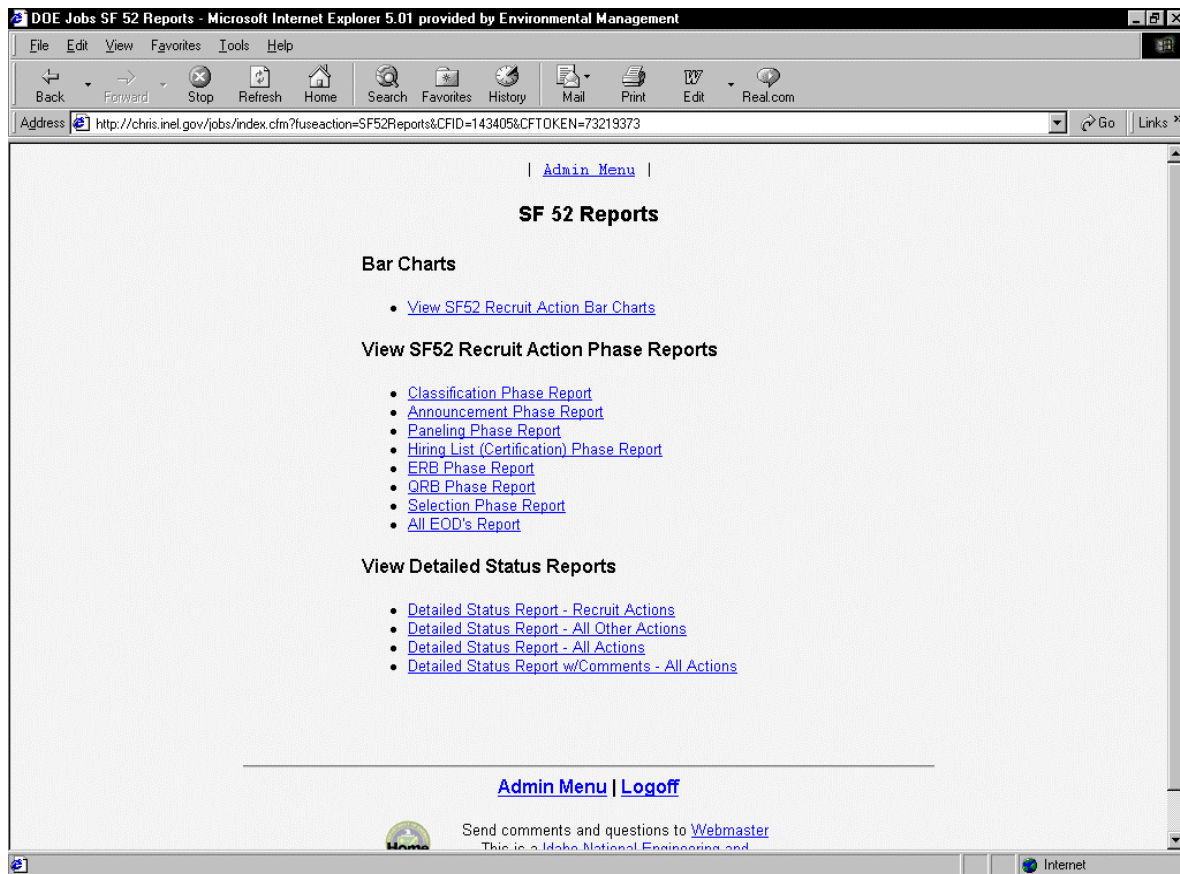
### 3 RUNNING REPORTS

Reports can be run from the administrative screen links. Following are the reports, their functions, and instructions on how to manipulate the data.





- ☐ Click on the reports button to view all the report titles.



### 3.1 *BAR CHARTS*

The view SF-52 Recruit Action Bar Charts link shows how many actions are in each phase for a respective organization, both in a cross tab matrix and a bar chart.

☐ Matrix:

http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52ReportStatus&CFID=286643&CFTOKEN=85101372 - Microsoft Internet Explorer 5.0

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com

Address http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52ReportStatus&CFID=286643&CFTOKEN=85101372 Go Links >>


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[View SF 52 Graphs](#)

**SF52 Action Status Report - 08/17/2001**

	EM	Other Offices	Total
Classification	2	66	68
Announcements	9	44	53
Paneling	0	57	57
Hiring List with Org	0	7	7
ERB	0	2	2
QRB	0	3	3
Selection	5	108	113
<b>Subtotal</b>	<b>16</b>	<b>66</b>	<b>298</b>
EOD	78	416	494
<b>Grand Total</b>	<b>94</b>	<b>482</b>	<b>792</b>

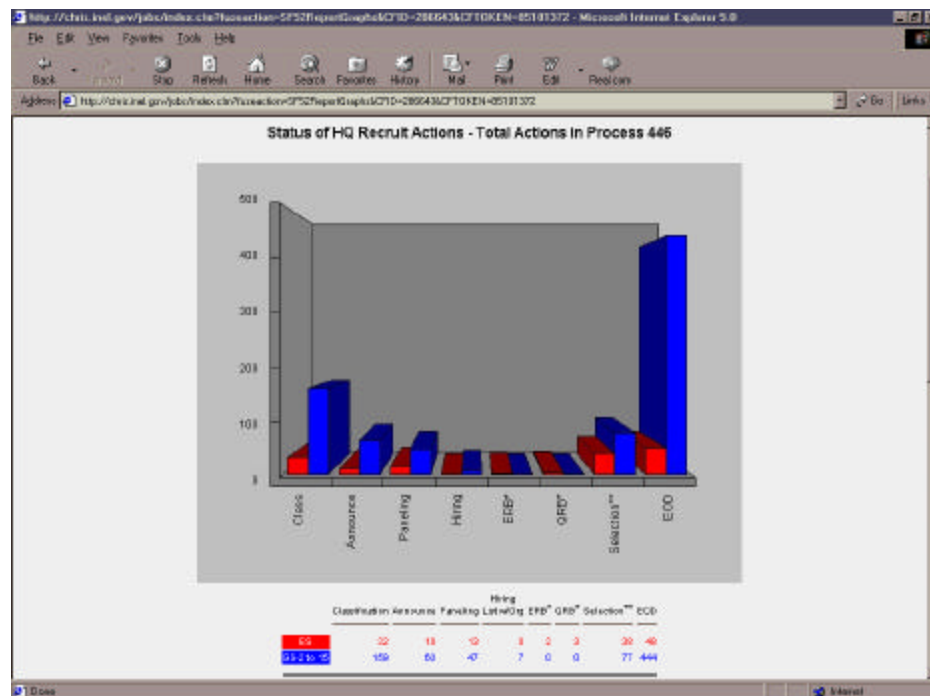
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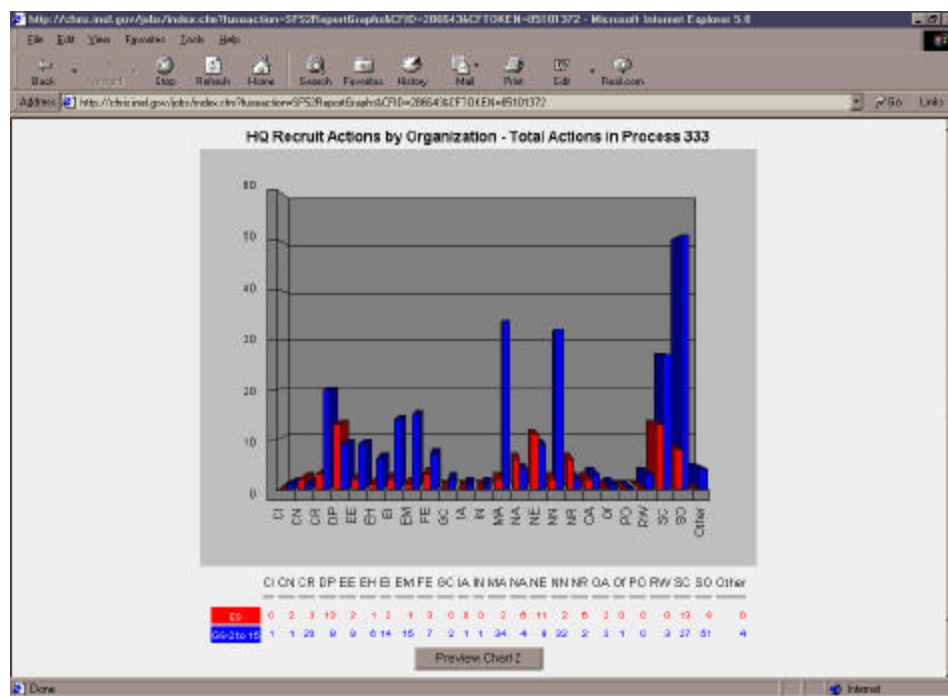
Done Internet



Bar Chart: Click on the "View SF-52 Graphs" link for these two bar charts.







## 3.2 VIEW SF-52 RECRUIT ACTION PHASE REPORT

The following reports show actions statistics for the phases noted in the titles for respective organizations. You may refine the report through use of the filters at the top of the page.

- ☐ Classification Phase Report:

http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52PhaseReport&phase=Classification&fuse=Update - Microsoft Internet Explorer 5

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com

Address http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52PhaseReport&phase=Classification&fuse=UpdateHireRehire&CFID=143405&CFTOKEN=73219373 Go Links »

| [Admin Menu](#) |

### REPORT ON PERSONNEL ACTIONS IN CLASSIFICATION PHASE

Number of Actions in Classification: 2

Done

SF-52 Number	Pay Plan	Grade	Series	Routing Symbol	Office POC	Action
				em		

Apply Filters

Line No.	Routing Symbol	SF52 Number	Action Requested	Position Title	PP-S-G
1	EM	<a href="#">01-05-5010</a>	Recruit	General Engineer/Physical Scientist	GS-801/1301-15
Rec'd by Personnel	Date Position Audited	Position Classified	Personnel Specialist		
12/13/2000	03/20/2001		Patrick Cahill		

Line No.	Routing Symbol	SF52 Number	Action Requested	Position Title	PP-S-G
2	EM-7	<a href="#">01EM0707595</a>	Recruit	Program Assistant	GS-303-07
Rec'd by Personnel	Date Position Audited	Position Classified	Personnel Specialist		
08/03/2001			Patrick Cahill		

Done

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Done Internet

❑ Announcement Phase Report:

http://chris.inet.gov/jobs/index.cfm?fuseaction=SF52PhaseReport&phase=Announcement&fuse-Update=1 - Microsoft Internet Explorer 5

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com

Address http://chris.inet.gov/jobs/index.cfm?fuseaction=SF52PhaseReport&phase=Announcement&fuse-Update=1&rel=6CFD052066436CFT0KEN:05101372 Go Links

| Admin Menu |

### REPORT ON PERSONNEL ACTIONS IN ANNOUNCEMENT PHASE

Number of Actions in Announcement: 3

Done

▲ SF 52 Number	Pay Plan	Grade	Series	Routing Symbol	Office POC	Action
Apply Filters						

Line No.	Routing Symbol	SF52 Number	Action Requested	Position Title	PP-S-B
1	EM-06	<a href="#">01EM005416</a>	Recruit	General Engineer	05-05-14
Rec'd by Personnel	Job Announcement Pkty. Rec'd by Personnel	Validated by Personnel Office	Opened	Closed	Personnel Specialist
04/03/2001	06/27/2001	07/16/2001	06/05/2001	06/20/2001	Patrick Cahill
2	EM-7.2	<a href="#">01EM072354</a>	Recruit	Computer Specialist	08-2200-11/12/13
Rec'd by Personnel	Job Announcement Pkty. Rec'd by Personnel	Validated by Personnel Office	Opened	Closed	Personnel Specialist
06/05/2001			06/05/2001	06/15/2001	Vikki Crumpton
3	EM-12	<a href="#">01EM127568</a>	Recruit	Budget Analyst	05-580-Q/11/12
Rec'd by Personnel	Job Announcement Pkty. Rec'd by Personnel	Validated by Personnel Office	Opened	Closed	Personnel Specialist
06/21/2001	07/27/2001		06/10/2001	06/20/2001	Patrick Cahill/Vikki Crumpton

Done Internet



☐ Paneling Phase Report:

http://chris.inet.gov/jobs/index.cfm?phaseaction=SF52PhaseReport&Phase=Paneling&CFID=206643&CFTOKEN=65101372 - Microsoft Internet Explorer 5

Address: http://chris.inet.gov/jobs/index.cfm?phaseaction=SF52PhaseReport&Phase=Paneling&CFID=206643&CFTOKEN=65101372

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### REPORT ON PERSONNEL ACTIONS IN PANELING PHASE

Number of Actions in Paneling: 2

SE 52 Number	Pay Plan	Grade	Series	Routing Symbol	Office POC	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EE	<input type="text"/>	<input type="text"/>

Line No.	Routing Symbol	SP52 Number	Action Requested	Position Title	PP-S-G
1	EE-10	<a href="#">EE10054</a>	Reenroll	Super. Management and Program Analyst	05-0043-15
Rec'd by Personnel	Determination of Basic Quals Completed	Panel Scheduled	Personnel Specialist		
12/07/2000			Marique Alexander		

Line No.	Routing Symbol	SP52 Number	Action Requested	Position Title	PP-S-G
2	EE-80	<a href="#">EE10550</a>	Reenroll	Budget Analyst	05-500-14
Rec'd by Personnel	Determination of Basic Quals Completed	Panel Scheduled	Personnel Specialist		
09/01/2001			Ruben Bates		

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☐ Hiring List Phase Report:

http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52PhaseReport&Phase=Hiring List&CFID=286643&C - Microsoft Internet Explorer 5

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com

Address http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52PhaseReport&Phase=Hiring%20List&CFID=286643&CFTOKEN=85101372 Go Links »

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**REPORT ON PERSONNEL ACTIONS IN HIRING LIST PHASE**

Number of Actions in Hiring List: 1

Done

SF-52 Number	Pay Plan	Grade	Series	Routing Symbol	Office POC	Action
				SC		


Apply Filters

Line No.	Routing Symbol	SF52 Number	Action Requested	Position Title	PP-S-G
1	SC-62	<a href="#">01SC62147</a>	Recruit	Program Analysis Officer	GS-0343-14
Rec'd by Personnel	Cert Issued	Cert Due	DEU Cert Issued	DEU Cert Due	Personnel Specialist
05/15/2001	08/03/2001	09/04/2001	09/04/2001	09/07/2001	Tracy Scott

Done

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☐ ERB Phase Report:

http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52PhaseReport&Phase=ERB&fuse=UpdateHireRehire - Microsoft Internet Explorer 5

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com

Address http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52PhaseReport&Phase=ERB&fuse=UpdateHireRehire&CFID=286643&CFTOKEN=85101372 Go Links

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### REPORT ON PERSONNEL ACTIONS IN ERB PHASE

Number of Actions in ERB: 1

Done

▲ SF-52 Number	Pay Plan	Grade	Series	Routing Symbol	Office POC	Action
				SC		


Apply Filters

Line No.	Routing Symbol	SF52 Number	Action Requested	Position Title	PP-S-G
1	SC	<a href="#">00SC30058</a>	Recruit		EJ-1550-V

Done

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❑ QRB Phase Report:

http://chris.inel.gov/jobs/index.cfm?phaseaction=SF52PhaseReport&Phase=QRB&CFID=286643&CFTOKEN=8 - Microsoft Internet Explorer 5

Back Forward Stop Refresh Home Search Favorites History Mail Print Log Real.com

Address http://chris.inel.gov/jobs/index.cfm?phaseaction=SF52PhaseReport&Phase=QRB&CFID=286643&CFTOKEN=85101372

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### REPORT ON PERSONNEL ACTIONS IN QRB PHASE

Number of Actions in QRB: 1

SF-52 Number	Pay Plan	Grade	Series	Routing Symbol	Office POC	Action
				SC		

Line No.	Routing Symbol	SF52 Number	Action Requested	Position Title	PHS-G
1	SC	<a href="#">995624043</a>	Recruit		ES-1301-
	Rec'd by Personnel	Submitted to QRB		Personnel Specialist	
		02/14/2000		Shirley Koyas	

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☐ Selection Phase Report:

http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52PhaseReport&Phase=Selection&fuse=UpdateHire - Microsoft Internet Explorer 5

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com

Address http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52PhaseReport&Phase=Selection&fuse=UpdateHire&CFID=286643&CFTOKEN=85101372 Go Links >>

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### REPORT ON PERSONNEL ACTIONS IN SELECTION PHASE

Number of Actions in Selection: 5

Done

SF-52 Number	Pay Plan	Grade	Series	Routing Symbol	Office POC	Action
				em		

Apply Filters

Line No.	Routing Symbol	SF52 Number	Action Requested	Position Title	PP-S-G
1	EM-11	<a href="#">01EM115013</a>	Recruit	Public Participation Specialist	GS-301-14
Rec'd by Personnel	Job Offers Made	Accepted or Declined	EOD	Personnel Specialist	
12/15/2000				Sharon Hoxie	

Line No.	Routing Symbol	SF52 Number	Action Requested	Position Title	PP-S-G
2	EM-30	<a href="#">01EM306299</a>	Recruit	Secretary (OA)	GS-318-8/9
Rec'd by Personnel	Job Offers Made	Accepted or Declined	EOD	Personnel Specialist	
08/29/2001				Vicki Crampton	

Line No.	Routing Symbol	SF52 Number	Action Requested	Position Title	PP-S-G
3	EM-33	<a href="#">01EM330275</a>	Recruit	Environmental Protection Specialist	GS-028-13/14
Rec'd by Personnel	Job Offers Made	Accepted or Declined	EOD	Personnel Specialist	
08/08/2001				Vicki Crampton	

Internet

☐ All EOD's Report (shows all actions that have EOD'd since a specified date, subject

to change by personnel):

http://chris.inet.gov/pbs/index.cfm?phaseaction=SF52PhaseReport&Phase=Entry on Duty (EOD) Date - Microsoft Internet Explorer 5

Address http://chris.inet.gov/pbs/index.cfm?phaseaction=SF52PhaseReport&Phase=Entry on Duty (EOD) Date&CRID=1434058&TOKEN=73219373

Report on Personnel Actions in Entry on Duty (EOD) Date Phase  
Number of Actions in Entry on Duty (EOD) Date: 570

Done

* SF-52 Number	Pay Plan	Grade	Series	Routing Symbol	Office POC	Action
Apply Filters						
Line No.	Routing Symbol	SF52 Number	Action Requested	Position Title	PP-S-G	
1	JA		Recruit	CONSULTANT	EF-0901-	
Rec'd by Personnel		EDD	Personnel Specialist			
		100562000	Tanya Boy-Ramirez			
Line No.	Routing Symbol	SF52 Number	Action Requested	Position Title	PP-S-G	
2	JA		Recruit	CONSULTANT	EF-0901-	
Rec'd by Personnel		EDD	Personnel Specialist			
		100562000	Tanya Boy-Ramirez			
Line No.	Routing Symbol	SF52 Number	Action Requested	Position Title	PP-S-G	
3	GI	<a href="#">95-1245-125</a>	Recruit	Mathematical Statistician	GS-1520-12	
Rec'd by Personnel		EDD	Personnel Specialist			
07/27/1999		050442000	Mayleen Jones			
Action						

Done

### 3.3 VIEW DETAILED STATUS REPORTS

The Detailed Status Reports show details on activities, and provide flags indicating when actions are over in a particular phase(s). Again, the filters may be used to refine searches, down to the SF-52 number.

- ☐ Detailed Status Report - Recruit Actions: Shows only details for recruit actions.

http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52StatusDetail&fuse=UpdateHireRehire&CFID=286643&CFTOKEN=85101372 - Microsoft Internet Explorer 5

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com

Address http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52StatusDetail&fuse=UpdateHireRehire&CFID=286643&CFTOKEN=85101372 Go Links

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### HQ Recruit Action Status Detail

as of 08/17/2001

Done

18 Records Found

SF-52 Number	Pay Plan	Series	Grade	Routing Symbol	Office POC	Action
				em		

☐ Include Completed Actions

Apply Filters

Line No.	Routing Symbol	SF52 Number	Action Requested	Position Title	PP-S-G	Vacancy No.
1	EM	<a href="#">01EM526714</a>	Recruit	Sr Science Program Manager	EJ-1301-IV	ETR-01-EXC-010
Classification		Exec. Announcements		Announcement		Panel
Rec'd by Pers. Office	Pos. Classd	No. Days	ERS Review Complete	Opens	No. Days	Announce. Closed
06/01/2001	06/04/2001	3	06/04/2001	06/11/01	7	07/11/2001
Hiring List		Selection		Date Panel Comp.		No. Days
07/20/2001	10/20/2001	92				07/20/2001
Submitted to HCB	Approved by HCB	Submitted to ERB	Approved by ERB	Offer Made	No. Days	Action Complete
07/20/2001	10/20/2001	92				

Line No.	Routing Symbol	SF52 Number	Action Requested	Position Title	PP-S-G	Vacancy No.
2	EM-06	<a href="#">01EM065416</a>	Recruit	General Engineer	GS-801-14	PN-01-EM-6-5416
Classification		Announcement		Panel		
Rec'd by Pers.		ERS Review				

Done Internet

- ☐ Detailed Status Report - All Other Actions: Shows only detail for all actions except recruit or rehire.

http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52StatusDetail&fuse=AllOtherActions&CFID=286643&CFTOKEN=85101372 - Microsoft Internet Explorer 5

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com

Address http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52StatusDetail&fuse=AllOtherActions&CFID=286643&CFTOKEN=85101372 Go Links

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### HQ All Other Actions Status Detail

as of 08/17/2001

Done

9 Records Found

SF-52 Number	Pay Plan	Series	Grade	Routing Symbol	Office POC	Action
				em		

☐ Include Completed Actions

Apply Filters

Line No.	Routing Symbol	SF52 Number	Action Requested			Position Title		PP-S-G	Vacancy No.
1	EM	<a href="#">01EM16432</a>	Reassignment/Conversion			Chief of Staff		ES-0340-04	
Red'd by Pers. Office	Pos. Classified	Submitted to HCB	Approved by HCB	Submitted to ERB	Approved by ERB	No. Days	EOD/Eff. Date of Action	Date Action Complete	
06/25/2001	06/25/2001	06/07/2001	06/21/2001	06/26/2001	06/29/2001				

Line No.	Routing Symbol	SF52 Number	Action Requested			Position Title		PP-S-G	Vacancy No.
2	EM	<a href="#">00-33-5032</a>	Reassignment/Conversion			Industrial Hygienist		GS-690-15	
Red'd by Pers. Office	Pos. Classified	Submitted to HCB	Approved by HCB	Submitted to ERB	Approved by ERB	No. Days	EOD/Eff. Date of Action	Date Action Complete	
03/27/2001	03/27/2001								

Line No.	Routing Symbol	SF52 Number	Action Requested			Position Title		PP-S-G	Vacancy No.

Done Internet

- ☐ Detailed Status Report - All Actions: shows all recruit and nonrecruit actions detail.

http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52StatusDetail&fuse=All&CFID=286643&CFTOKEN=8 - Microsoft Internet Explorer 5

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com

Address http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52StatusDetail&fuse=All&CFID=286643&CFTOKEN=85101372 Go Links

| [Admin Menu](#) |

### HQ All Actions Status Detail

as of 08/17/2001

Done

27 Records Found

SF-52 Number	Pay Plan	Series	Grade	Routing Symbol	Office POC	Action
				em		

☐ Include Completed Actions

Apply Filters

Line No.	Routing Symbol	SF52 Number	Action Requested			Position Title		PP-S-G		Vacancy No.		
1	EM	<a href="#">01-54-5012</a>	Reassignment/Conversion			General Engineer		GS-801-15				
Classification			Announcement			Panel						
Rec'd by Pers.	Pos. Classified	No. Days	ERS Review of Class. Complete	Announce. Closed	No. Days	Date Panel Comp.			No. Days			
01/17/2001												
Hiring List						Selection						
Merit Issued	Merit Due	MC Days	DEU Issued	DEU Due	DEU Days	Submitted to HCB	Approved by HCB	Submitted to ERB	Approved by ERB	Offer Made	No. Days	Total Days
Line No.	Routing Symbol	SF52 Number	Action Requested			Position Title		PP-S-G		Vacancy No.		
2	EM	<a href="#">01-53-5003</a>	Position Change			Technology Development Engineer		GS-801-15				

Done Internet

- ☐ Detailed Status Reports with Comments includes all actions, and their respective Program Office and Personnel Office comments.

http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52StatusDetail&fuse=Comments&CFID=286643&CFTOKEN=85101372 - Microsoft Internet Explorer 5

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com

Address http://chris.inel.gov/jobs/index.cfm?fuseaction=SF52StatusDetail&fuse=Comments&CFID=286643&CFTOKEN=85101372 Go Links >>

| [Admin Menu](#) |

as of 08/17/2001

Done

27 Records Found

SF-52 Number	Pay Plan	Series	Grade	Routing Symbol	Office POC	Action
				em		

☐ Include Completed Actions

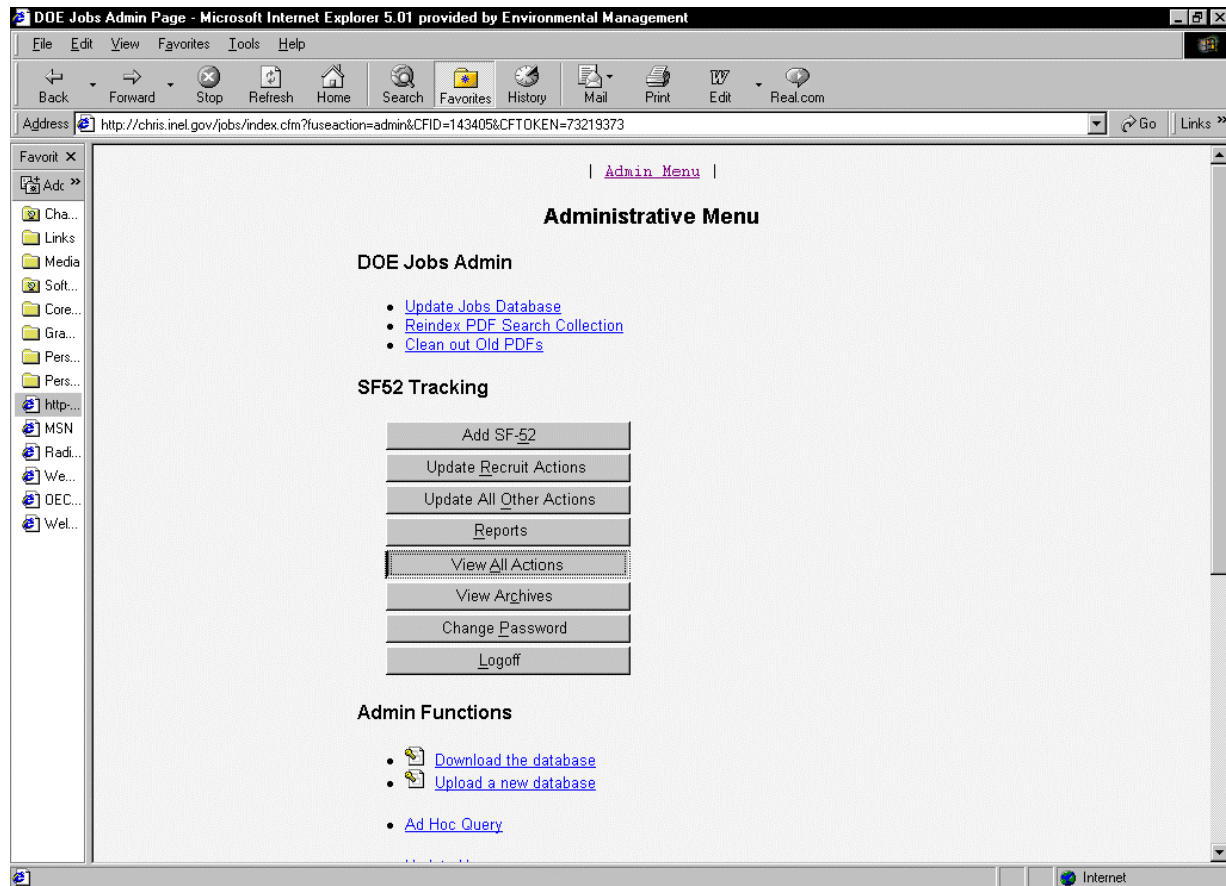
Apply Filters

Line No.	Routing Symbol	SF52 Number	Action Requested	Position Title	PP-S-G	Vacancy No.
1	EM	<a href="#">01-54-5012</a>	Reassignment/Conversion	General Engineer	GS-801-15	
Classification			Announcement	Panel		
Red'd by Pers.	Pos. Classified	No. Days	ERS Review of Class. Complete	Announce. Closed	No. Days	Date Panel Comp.
01/17/2001						
Hiring List				Selection		
Merit Issued	Merit Due	MC Days	DEU Issued	DEU Due	DEU Days	Submitted to HCB
						Approved by HCB
						Submitted to ERB
						Approved by ERB
						Offer Made
						No. Days
						EDD
						Total Days
Remarks/Comments						
Program Office Remarks				Personnel Office Remarks		
				Redlined position		

Done Internet

## 4 VIEWING ACTIONS

Users may view actions, and may access and update actions through the view process under the View Actions button on the Administrative Index page. Users may also access the archived actions using the View Archives. While it appears that users may alter the archived actions, changes will not save.





## 4.1 VIEW ALL ACTIONS

In the "View All Actions" mode, users can look at the status of, and update individual records, but may only update areas under their permissions.

[Admin Menu](#)

### View All Actions

55 Records found.

[Done](#)

Delete	SF-52 Number	Pay Plan	Series	Grade	Routing Symbol	Office POC	Action
<a href="#">1</a>	<a href="#">EE0-0493</a>	GS	801	14	EE-20	Phyllis Maguire	Recruit
<a href="#">2</a>	<a href="#">EE0-0859</a>	GS	0801	14	EE	Kyra Humphreys	Awards
<a href="#">3</a>	<a href="#">EE0-1010</a>	EJ	0301	IV	EERE	Kyra Humphreys	Recruit
<a href="#">4</a>	<a href="#">EE1-0004</a>	GS	801	13/14	EE-40	Phyllis Maguire	Recruit
<a href="#">5</a>	<a href="#">EE1-0012</a>	GS	301	9/11	EE-40	Phyllis Maguire	Recruit
<a href="#">6</a>	<a href="#">EE1-0033</a>	GS	0850	15	EE-3	Kyra Humphreys	Recruit
<a href="#">7</a>	<a href="#">EE1-0041</a>	GS	801	15	EE-20	Phyllis Maguire	Recruit
<a href="#">8</a>	<a href="#">EE1-0054</a>	GS	0343	15	EE-10	Kyra Humphreys	Recruit
<a href="#">9</a>	<a href="#">EE1-0055</a>	GS	801	13	EE-40	Phyllis Maguire	Recruit
<a href="#">10</a>	<a href="#">EE1-0065</a>	GS	801	15	EE--20	Phyllis Maguire	Recruit
<a href="#">11</a>	<a href="#">EE1-0078</a>	GS	343	13/14	EE-20	Phyllis Maguire	Recruit
<a href="#">12</a>	<a href="#">EE1-0108</a>	GS	0343	15	EE-10	Kyra Humphreys	Recruit

[Apply Filters](#)

- ❑ To view or update an individual record, click on the SF-52 number. Clicking on the SF-52 number takes the user to the update screen of the selected SF-52.

Microsoft Internet Explorer 5.01 provided by Environmental Management

Address: [http://chris.inet.gov/obs/Andres.cfm?useaction=ViewSF52&ActionID=2535&use=A&localdatabase=Sf52\\_Action\\_Data&CFID=143406&CFTOKEN=73219373](http://chris.inet.gov/obs/Andres.cfm?useaction=ViewSF52&ActionID=2535&use=A&localdatabase=Sf52_Action_Data&CFID=143406&CFTOKEN=73219373)

Admin Menu

### SF 52 Actions

#### Update Recruit Actions

**Edit: EE0-0493**

**Red labeled fields are Required.**  
Dates must be entered in the following format: *mm/dd/yyyy*.

SF 52 Number:  Search

View List

Options < Previous Save Next > Lost >

#### Program Office Input

SF52 Number:  Routing Symbol:

Action Requested:  Program Office POC:

Program Office Initiation Date:

Program Office Approval Date:

Position Title:

PP / S / G:  -  -  Duty Location:

Date Action Forwarded to Personnel:

#### Personnel Specialist input

## 4.2 VIEW ARCHIVES

The archive window looks and acts identical to the View All Actions, except that the user is looking at personnel actions older than 90 days that have been closed. It is not possible to alter or update the archived records.

SF 52 Action Administration - Microsoft Internet Explorer 5.01 provided by Environmental Management

Address: [http://chris.inet.gov/fed/index.cfm?useaction=ViewSF52List&user=hrchris&localDataTable=SF52\\_Action\\_Data&Archived=1434056&TOKEN=73213073](http://chris.inet.gov/fed/index.cfm?useaction=ViewSF52List&user=hrchris&localDataTable=SF52_Action_Data&Archived=1434056&TOKEN=73213073)

Admin Menu

Archived SF52s

165 Records found.

Done

Delete	SF-52 Number	Pay Plan	Series	Grade	Posting Symbol	Office POC	Action
	00E036	GS	905	12	ED/EE	Sheila Gray	Reassignment/Conversion
	E0-0064	GS	0301	14	EE	Kyra Humphreys	Awards
	EE00115	ES	0301	01	EERE	Kyra Humphreys	Recruit
	EE0-0027	GS	901	13/14	EE-30	Phyllis Maguire	Recruit
	EE0-0067	GS	0801	15	EE-10	Kyra Humphreys	Recruit
	EE0-0078	GS	301	15	EE-10	Kyra Humphreys	Recruit
	EE0-0095	GS	0301	07/09/11	EE-10	Kyra Humphreys	Recruit
	EE0-0096	GS	0301	07/09	EE-10	Kyra Humphreys	Recruit
	EE0-0097	GS	301	14	EE-40	Phyllis Maguire	Recruit
	EE0-0098	GS	0301	07/09	EE-10	Kyra Humphreys	Recruit

Apply Filters



- ❑ The user can click on an archived SF-52 number to see the detail, and it appears that the user can update the record, but the changes will not save.

Admin Menu

### SF 52 Actions

#### Archived SF-52 Action

This is an **Archived** action - cannot change data.

SF 52 Number

#### Program Office Input

SF52 Number 
 Routing Symbol

Action Requested 
 Program Office POC

Program Office Initiation Date

Program Office Approval Date

Position Title

PP / S / O  -  - 
 Duty Location

Date Action Forwarded to Personnel

#### Personnel Specialist Input

☐ Classification

Date Received by Personnel Office

## 5 CHANGE PASSWORD

Users will be prompted to change their password every six (6) months. Follow the directions for changing password after clicking on the "Change Password" button.

Department of Energy -- DOE Jobs Change Password Screen - Microsoft Internet Explorer 5.01 provided by Environmental Management

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com

Address <http://chris.inet.gov/jobs/index.cfm?fuseaction=ChangePassword&CFID=143405&CFTOKEN=73219373> Go Links >>

| [Admin Menu](#) |

Your Name  
Pam Logan

Old Password

New Password

New Password Confirm

**Note:** New passwords must be between 8 and 10 characters long and contain at least **one numeric character** and a **special character** (# or \$). Passwords must start and end with a nonnumeric character, and must **Not** contain the User ID.

I AM MORDAC, THE PREVENTER OF INFORMATION SERVICES. I BRING NEW GUIDELINES FOR PASSWORDS.

"ALL PASSWORDS MUST BE AT LEAST SIX CHARACTERS LONG... INCLUDE NUMBERS AND LETTERS... INCLUDE A MIX OF UPPER AND LOWER CASE..."

"USE DIFFERENT PASSWORDS FOR EACH SYSTEM. CHANGE ONCE A MONTH. DO NOT WRITE ANYTHING DOWN!"

SQUEAL LIKE A PIG !!!

[Admin Menu](#) | [Logout](#)

Done Internet



## 6 LOGOFF

Logging off is as easy as clicking on the logoff link that is on many of the screens, or by going back to the Administrative Menu page and clicking on the “Logoff” button. When you click on the “Logoff” button, you will see your logoff verification:

